

## **BYLAWS**

### **U.S. NATIONAL COMMITTEE FOR THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO**

#### **I. PURPOSE**

The purpose of the United States National Committee for the Intergovernmental Oceanographic Commission of UNESCO ("the Committee") shall be to advise the U.S. National Commission for UNESCO ("the U.S. National Commission") with respect to issues related to the UNESCO Intergovernmental Oceanographic Commission (IOC). The Committee will only assist the U.S. National Commission in its consideration of issues and will not report directly to any U.S. Government official or entity or to UNESCO.

#### **II. AUTHORITY**

The Committee is established in accordance with 22 U.S.C. 287*o et seq.* as a subgroup of the Natural Science and Engineering Committee of the U.S. National Commission. Amendments to these bylaws ("the Bylaws") may be proposed by the Committee, the Natural Science and Engineering Committee, the U.S. National Commission, or the State Department's Bureau of International Organization Affairs and must be approved by the Executive Director of the U.S. National Commission.

#### **III. MEMBERSHIP AND ORGANIZATION**

##### **A. MEMBERSHIP**

##### **1. Voting Members**

The Committee shall consist of at least 8, but not more than 14 Voting Members, whom the Executive Director of the U.S. National Commission for UNESCO shall appoint as set forth in this Article III of the Bylaws.

Voting Members shall include at least two members of the U.S. National Commission ("Commission Members"). Other Voting Members shall be individuals, local government, non-governmental organizations (NGOs), or universities and other educational organizations. Each voting member of the Committee will have one vote on all matters brought before the Committee.

## 2. Non-Voting Members

The Committee may include up to 4 representatives of U.S. Governmental Agencies ("Agency Members" as non-voting, *ex officio* members. Additional representatives of U.S. Governmental Agencies, members of the U.S. National Commission, or individuals may attend Committee meetings on an ad-hoc basis as deemed appropriate by the Chair of the Committee. Agency Members will not have a vote on any matters brought before the Committee. Commission Members of the National Committee who also hold posts in the U.S. Government will be Voting Members, not Agency Members.

## 3. Appointments and Term

Members of the Committee other than Commission Members shall be appointed by the Executive Director of the U.S. National Commission for UNESCO in consultation with the U.S. Representative to the IOC. The Commission Members will be nominated by the Coordinator of the Natural Science and Engineering Committee and confirmed by the Executive Director of the U.S. National Commission for UNESCO.

The term of each Committee member shall be deemed to commence on the date of their appointment and shall continue for a term of not more than three years. Members, including Agency Members, wishing to remain on the Committee must seek renewal of their appointment at the end of their term. Members will not be term limited.

The length of the first term of each of the original members appointed to the Committee ("Original Members") shall be designed by the Executive Director of the U.S. National Commission for UNESCO as one, two, or three years in order to set up a staggered renewal.

The initial term of all Committee members other than Original Members shall be three years. Following the initial term, Committee members may be reappointed for one subsequent three-year term by the Executive Director of the U.S. National Commission for UNESCO.

Vacancies of Committee members shall be filled for the unexpired term according to the procedures set forth in this Article III of the Bylaws. Committee members must inform the Chairperson within ninety days of any change in employment or affiliation that may affect their participation in the Committee.



**B. DESIGNATION OF OFFICERS**

The Committee shall have one Chairperson who serves a two-year term. The Chairperson shall be appointed by the Executive Director of the U.S. National Commission for UNESCO, in consultation with the U.S. Representative to the IOC, from amongst the voting Members of the Committee. The U.S. Representative to the IOC shall be required to provide administrative support for the Committee.

**C. SUBCOMMITTEES, PANELS, AND WORKING GROUPS**

To accomplish its objectives as appropriate, the Committee may establish subcommittees, panels, and working groups. Such subcommittees, panels, and working groups shall be given terms of reference for specific duties and periods of activity. Any resulting report, advice, or other recommendation must be approved by the Committee and by the U.S. National Commission. Because these subcommittees, panels, and working groups will not report directly to any U.S. Government official or entity, their sessions are not subject to the Federal Advisory Committee Act, as amended ("FACA").

The Chairperson of the Committee shall appoint the chairpersons and members of such subcommittees, panels, and working groups formed by the Committee. The Chairperson of the Committee shall be a voting member of all such bodies. The Chair of each subcommittee, panel, or working group will be elected by the voting members of the relevant body. The Executive Director of the U.S. National Commission must approve the formation of such subcommittees and the appointment of their chairpersons. The Executive Director of the U.S. National Commission, or his or her proxy who is a full-time or permanent part-time Federal employee, must concur if the chairperson of the Committee or any subcommittee calls a meeting, and must also concur on the agenda for such meeting.

**IV. OPERATIONS**

**A. FUNCTION OF OFFICERS**

The Chairperson of the Committee shall approve or call each meeting of the Committee and shall approve the agenda, and shall chair each meeting. The Chairperson shall be responsible for keeping minutes for Committee meetings, and shall provide copies of the minutes to the U.S. National Commission in a timely manner.

If unable to participate in a meeting of the Committee, the Chair may designate another Voting Member of the Committee to carry out his/her duties at the meeting.

**B. MEETINGS**

It is anticipated that the Committee shall meet as necessary, but not less frequently than once per year.

### **C. REPORTING**

The Committee shall report to the U.S. National Commission through the Executive Director of the U.S. National Commission. All reports, advice, or other recommendations prepared by the Committee or its subgroups shall be submitted to the U.S. National Commission for independent consideration and approval. The Committee will not report directly to any U.S. Government official or entity. As a result, the Committee is not subject to the requirements of the FACA.

### **D. FUNCTIONS OF THE COMMITTEE**

The functions of the Committee shall be to provide advice on oceans issues to the U.S. National Commission for UNESCO in accordance with the Bylaws. Functions of the Committee include:

- Making recommendations on U.S. participation in the IOC and assisting upon request of the U.S. National Commission in the formulation and review of other UNESCO oceans activities.
- Provide advice on domestic and international activities relevant to UNESCO programs that advance research, education, or training in ocean sciences or the application of ocean sciences to specific societal programs.
- Recommending U.S. programs for collaboration with the IOC.
- Providing advice related to governmental or non-governmental organizations involved in U.S. participation in UNESCO international oceans activities.

### **V. BUDGET**

Committee members shall bear their own expenses in connection with their participation in the Committee. Committee members are not entitled to compensation and are not entitled to reimbursement for travel, per diem, or other expenses incurred in connection with their duties as Committee members.

### **VI. TERMINATION**

The Committee shall terminate two years from the date these bylaws are signed, unless it is renewed or extended by the Executive Director of the U.S. National Commission for UNESCO prior to that date. Members of the National Committee shall be informed in a timely manner of a decision to terminate the Committee.

NOW, THEREBY, these bylaws shall be considered approved by the Department as of this date.

Signed:



Eric Woodard

Executive Director, U.S. National Commission for UNESCO

Date:

5/9/12